

DEPUTY CITY TREASURER

POSITION SUMMARY: This is a technical and professional supervisory position responsible for partnering with the City Treasurer to ensure efficient and orderly operations of the Treasurer's Office (utility billing and treasury). Duties include but are not limited to, all facets of utility and tax administration, receipting and depositing of City revenues, and wholesale water and sewer billing, invoicing, and reconciliation. This position is responsible for overseeing, directing, coordinating, and administering front office and drive-up window daily operations, and supervising a team of professional staff in accordance with policies and procedures. This position is responsible for analyzing routine and complex data, presenting findings, and making recommendations. The Deputy City Treasurer assumes responsibility of the City Treasurer in their absence. Work is performed in accordance with the Michigan State Laws, the City Charter and ordinances, and accounting standards related to treasury functions.

SUPERVISION RECEIVED: Work is performed under the direction of the City Treasurer.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the City Treasurer to develop and implement business processes that ensure the City Treasurer's Office operates efficiently and, in a manner, consistent with laws, ordinances, City Charter, and accounting standards.
2. In cooperation with the Treasurer, identify, recommend, and implement efficiencies and improvements within the department.
3. Support the City's mission and vision by promoting an inclusive culture that ensures equity in services provided.
4. Promote teamwork and facilitate a positive work environment that encourages creative thinking and sharing of information and ideas.
5. Assist the City Treasurer in planning, organizing, scheduling, directing, and coordinating the daily activities of the Treasurer's Office. Review and audit work performed by staff to determine completeness and accuracy.
6. Coordinate department and staff activities, in cooperation with City Treasurer, by scheduling work assignments, setting priorities, and directing the work of subordinate employees; evaluate and verify employee performance through the review and audit of completed work. Provide timely coaching and performance evaluations for subordinate employees and issues disciplinary actions and accommodations as appropriate. Ensure proper labor relations and conditions of employment are maintained.
7. Supervise, review, and audit daily collections of City revenues, and direct the deposit of monies received by the City. Ensure bank deposits as related to receivables are balanced and investigate any discrepancies.
8. Assist the Treasurer with and/or oversee utility and tax billing operations, special tax

captures, roll balancing, and distribution of collections. Manage legal proceedings relating to the collection of delinquent personal property tax. Resolve routine, complex, and unusual issues, concerns, and disputes.

9. Assist the Treasurer with retail and wholesale rate setting.
10. Participate in annual budget preparation and presentation, administer and monitor budget under the Treasurer's guidance and in accordance with the established budget and policy and purchasing procedures.
11. Provide high quality customer service, respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner; this may include follow up on corrective action and ensuring that replies are provided.
12. Develop and implement office policies and procedures, internal controls, and reporting forms in cooperation with the Treasurer.
13. Prepare, maintain, and oversee special assessment records, billing, and collections.
14. Identify and troubleshoot any technology issues. Research, recommend, implement, and train staff on software programs and upgrades to existing programs and technologies.
15. Stay actively informed of regulatory developments, new legislation, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
16. Attend City Council meetings and other meetings as required.
17. Perform Treasurer's duties in Treasurer's absence.
18. Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in accounting, finance, public administration, or a related field.
- B. Obtain and maintain licenses or certifications required for the position.
- C. Three or more years of experience in professional accounting or financial management, preferably in a municipal setting with supervisory experience.
- D. Knowledge of and experience in principles, practices, and legal regulations of municipal finance, budgeting, accounting, enterprise funds, rate setting, and taxes.
- E. Knowledge and demonstrated ability in methods and techniques of financial analysis, accounting, and financial reporting.
- F. Knowledge in special assessments, Renaissance Zones, Brownfield developments, and

other Michigan property taxation statutes and Michigan State Tax Commission guidelines and bulletins and their impact on the City of Wyoming.

- G. Ability to evaluate a variety of municipal financial services, analyze operating issues, and establish internal policy and procedural recommendations.
- H. Skill in assembling and analyzing financial data, tax information, rate setting data, developing budgets, and preparing comprehensive and accurate reports.
- I. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with elected officials, boards and commissions, superiors, associates, subordinates, vendors, volunteers, other organizations, and the public.
- J. Ability to think strategically and communicate effectively. Experience in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- K. Ability to gather and analyze data to prepare accurate and timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively; both in verbal and written form to varied audiences.
- L. Demonstrates proficiency in the use of office equipment and technology, including software applications related to areas of responsibility, and can quickly learn other technology as necessary. Extensive knowledge of Microsoft Office programs and financial software.
- M. Ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department and the City.
- N. Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, and changing work priorities.
- O. Possession of a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in a business office setting. The employee may also be required to occasionally work in the field related to tax collections. The noise level in the work environment ranges from quiet in the office to noisy in the field. While working in the field, the employee may be exposed to uncontrollable and/or hostile environments and circumstances. The employee is required to drive in inclement

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weather.

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